

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

July 21, 2020

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

July 21, 2020

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – June 16, 2020 Regular Meeting
Statistical Report – dated July 21, 2020
Financial Report – dated July 21, 2020
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Services / Staff Update
- R2.** Installation of Desk Screens.
- R3.** Summer Reading Program
- R4.** Online Programming
- R5.** Revision of FY2021 budget
- R6.** Next Board Meeting – September 15, 2020

Committee Reports:

New Business:

FY2021 Budget

Unfinished Business

Adjournment

ARLS Board of Trustees – Minutes of June 16, 2020
Google Meeting Room (Virtual due to COVID-19)

The ARLS regular monthly meeting was called to order by Chair William Thomas on June 16, 2020 at 1:00 pm via Google Meet.

Trustees present: William Thomas, Chair (PG), Lillian Boyd (PG), Juanita Thorne (PG), Carol King (D), Martha Sykes (D) and Ann Williams (H).

Trustees absent: Carly Baskerville (D), David Harless (H) and Susan Eliades (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard and Nicole Coleman

Approval of Agenda: Ms. Boyd moved to approve the agenda, and Ms. Sykes seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Williams motioned to approve the consent agenda, including the June meeting minutes, and Ms. Boyd seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Library Response to COVID-19 Closure Order-Staff Update. There is currently a hiring freeze in place until further notice. Part time staff are expected to be called back in July. The Circulation Manager position will be eliminated due to budget restraints.

R2. Expansion of library services on governor's Phase 2 announcement. Monday, June 15, 2020 the book drop opened. There is currently 8,000 plus items outstanding that requires processing. Currently the full time staff are maintaining the workload; if the task becomes overwhelming, part-time staff will be called back to work. The tentative date for ARLS to open is July 6, 2020. The Director will be taking steps to ensure social distancing is practiced at all locations. Plexi-glass has been installed in Hopewell. Books are going be quarantined for 72 hours, upon returning from patrons.

R3. Staff protection efforts. Employees are being provided with masks, gloves, and cleaning supplies. We are continuously ordering cleaning supplies as they become available.

R4. Summer Reading Program. Due to COVID-19, The Summer Reading Program will be virtual this year. Logs will be used and packets will be available at each of the curbside

locations available for pickup. There will be book giveaways to children who turn in their logs. There will be no in-person programming before Fall 2020. The Adult Reading Program will also be virtual.

R5. Online Programming. Library staff will continue to offer and develop additional online programming opportunities for patrons.

R6. Anticipated Revision of FY2021 budget. Mr. Manning has not received confirmation on the amount of money the library will receive on state aid; due to this, he will be very conservative with spending. A revised budget is expected to be presented to the board in July.

R7. Questions regarding Audit. The state has received the application and the audit passed. The Director opened the floor to board members to ask questions on the audit.

Committee Reports:

- **Personnel Report:** The Director's evaluation is completed. The next step is to present to the board in a closed session, followed by presenting to the Director.
- **New officers:** Everyone will stay in their respective positions with the exception of Chair, Mr. Thomas.

New Business:

- **July 21 2020 Meeting:** Discussion was had regarding if the July meeting will be virtual or in person. The July 21, 2020 meeting will be held at the Prince George Library. Ms. Williams made the motion, Ms. Thorne seconded the motion, and the motion was passed unanimously.

Unfinished Business: None

Announcements: The next meeting will be held July 21, 2020 at the Prince George Library at 1pm.

Adjournment: Meeting adjourned at 2:15 pm.

**Statistical Report
July 21, 2020**

Statistical Report - July 21, 2020
Circulation Data All Locations:

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	% of Chg by Month	YTD TOTAL % CHANGE
Barrowsville	FY16	357	357	374	361	234	275	313	330	424	463	521	664	5,813		
	FY17	507	581	374	536	467	504	477	592	596	463	465	451	6,244		
	FY18	483	493	345	435	497	394	476	326	286	243	229	278	4,485		
	FY19	360	346	280	311	275	232	428	227	238	187	346	290	3,520		
	FY20	386	303	258	366	270	188	324	265	317	163	66	2	2,908	-99%	-1.7%
Carson Depot	FY16	1,590	1,229	1,137	1,409	898	946	1,102	1,225	1,323	1,464	1,136	1,036	14,495		
	FY17	1,200	1,055	868	720	908	670	739	703	985	848	679	774	10,149		
	FY18	967	753	788	723	583	584	552	559	715	659	482	935	8,300		
	FY19	992	738	697	647	722	603	774	833	765	839	782	981	9,373		
	FY20	959	971	759	836	699	678	810	633	528	340	714	9,553	17,480	87.4%	86%
Dinwiddie	FY16	2,809	2,342	2,135	1,997	1,599	1,595	1,629	2,105	2,059	1,891	2,112	2,666	24,939		
	FY17	2,618	2,478	3,172	2,106	1,920	1,982	2,176	1,812	2,367	1,883	1,962	2,034	26,510		
	FY18	2,428	1,951	2,862	1,832	1,580	1,256	1,265	861	1,448	1,311	1,512	1,677	19,983		
	FY19	3,580	1,554	1,736	1,587	1,518	1,272	1,673	1,457	1,621	1,339	1,250	1,539	20,126		
	FY20	2,128	1,628	1,577	1,582	1,176	1,360	1,781	1,596	1,085	747	361	10	15,031	-99%	-26%
Disputanta	FY16	984	712	645	536	697	508	461	545	755	774	508	784	7,909		
	FY17	608	710	599	454	771	415	550	413	453	471	444	482	6,370		
	FY18	486	636	461	487	416	440	520	372	437	476	444	663	5,838		
	FY19	649	948	598	821	567	647	580	476	549	620	315	432	7,202		
	FY20	360	614	473	501	429	366	446	303	222	140	74	9	3,937	-98%	-4.2%
Hopewell	FY16	22,538	19,755	16,580	17,641	15,543	14,198	14,647	14,247	14,057	16,372	15,941	16,562	198,081		
	FY17	13,980	13,461	11,526	11,856	11,331	11,605	11,933	11,906	12,988	11,004	11,699	11,281	144,570		
	FY18	12,389	12,713	12,481	13,200	11,347	9,806	11,288	10,849	11,456	10,926	10,809	12,085	139,349		
	FY19	12,619	12,609	11,278	10,998	9,301	7,882	10,135	9,421	10,701	10,121	9,275	10,732	125,072		
	FY20	12,196	11,082	9,683	10,041	8,436	7,680	8,990	8,994	7,968	7,203	8,254	10,221	110,748	-5%	-25%

* Although all library locations are closed, the library continues to automatically renew all items currently checked out

Statistical Report
July 21, 2020

Location	FY	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR*	MAY	JUN	Total	Chg by Month	% of TOTAL Chg	YTD CHANGE
McKenney	FY16	933	815	711	724	577	496	724	732	771	723	818	897	8,921			
	FY17	878	936	864	959	877	840	677	587	684	568	900	1,090	9,860			
	FY18	1,060	1,181	686	891	727	560	669	721	757	667	802	1,233	9,954			
	FY19	1,107	894	877	846	759	478	971	677	749	705	800	773	9,636			
	FY20	1,369	797	605	645	553	527	702	630	496	312	157	3	6,796	-100%	-100%	-29%
Prince George	FY16	6,823	5,887	4,996	5,323	4,253	4,075	4,877	4,590	6,025	4,772	5,484	6,824	63,929			
	FY17	7,301	7,213	6,057	5,556	5,133	4,271	5,098	5,009	5,060	5,112	5,384	5,650	66,844			
	FY18	7,272	5,055	1,933	2,626	2,603	4,503	2,429	3,258	3,576	3,181	3,603	4,390	44,429			
	FY19	5,424	5,353	4,122	4,518	4,269	3,493	4,741	4,846	5,187	4,725	3,961	4,625	55,264			
	FY20	5,604	5,070	4,455	4,780	4,147	3,023	3,689	3,737	3,016	2,154	1,470	726	41,871	-84%	-84%	-29%
Rohioic	FY16	1,952	1,661	1,034	1,192	1,063	1,164	1,027	992	1,419	1,182	1,419	1,384	15,489			
	FY17	1,343	1,669	1,739	1,590	1,201	948	1,178	1,120	1,049	1,029	955	1,525	15,346			
	FY18	1,101	1,357	1,147	875	914	653	814	860	900	1,009	842	936	11,408			
	FY19	1,141	1,212	853	1,127	766	547	965	978	1,052	1,045	842	1,002	11,530			
	FY20	1,256	1,013	821	1,138	864	819	967	1,101	585	366	207	4	9,141	-100%	-100%	-21%
Outreach SVS	FY16	199	364	279	287	265	163	278	213	101	64	89	80	2,382			
	FY17	261	179	174	245	179	211	148	115	77	24	140	3	1,756			
	FY18	2	2	0	2	0	15	0	0	0	0	0	1	22			
	FY19	19	24	32	30	50	36	33	25	26	20	30	26	351			
	FY20	9	21	12	31	13	18	20	18	16	0	0	0	158	-100%	-100%	-55%
Econtent	FY18	977	975	845	573	1,023	990	1,157	1,026	1,171	1,084	1,114	1,175	12,110			
	FY19	1,242	1,304	1,270	1,271	1,192	1,266	1,334	1,271	1,517	1,330	1,382	1,422	15,801			
	FY20	2,000	1,472	1,466	1,501	1,384	1,418	1,376	1,342	1,326	2,437	2,331	2,063	20,116	45%	45%	27%
ARLS Totals	FY16	39,162	34,097	28,736	30,043	26,152	24,410	26,215	26,005	28,105	28,789	29,142	32,072	352,928			
	FY17	29,938	29,586	26,643	25,293	23,979	22,712	24,310	23,528	25,776	22,732	24,010	24,712	303,219			
	FY18	27,430	25,613	22,169	22,572	20,051	19,629	19,389	19,148	20,901	20,909	21,054	24,261	263,126			
	FY19	25,891	23,678	20,473	20,885	18,227	15,190	20,300	18,940	20,888	19,601	17,601	20,400	242,074			
	FY20	26,267	22,971	20,109	21,421	17,971	16,077	19,105	18,619	15,559	13,862	13,634	22,591	228,186	11%	11%	-6%

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Statistical Report
July 21, 2020

PATRON VISITS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FY2020													
Burrowsville	131	153	126	188	120	76	89	124	48	0	0	0	1,055
Carson Depot	872	964	721	854	614	2,123	744	759	475	0	0	0	8,126
Dinwiddie	1,001	729	770	706	592	667	709	575	312	0	0	0	6,061
Disputanta	223	212	226	210	183	188	123	141	85	0	0	0	1,591
Hopewell	20,357	18,731	16,470	17,267	13,648	15,036	16,179	14,411	8,421	0	0	0	140,520
McKenney	765	552	420	499	425	390	521	426	273	0	0	0	4,271
Prince George	8,467	7,221	5,869	6,421	5,420	6,302	5,833	5,760	2,613	0	0	0	53,906
Rohoic	653	552	457	626	445	464	486	569	0*	0	0	0	4,252
TOTAL	32,469	29,114	25,059	26,771	21,447	25,246	24,684	22,765	12,227	0	0	0	219,782
MISC TRANSACTIONS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Meetings	172	171	178	183	169	129	184	107	42	0	0	0	1,335
Meeting Room Users	2,557	2,189	2,448	2,493	2,123	1,809	2,486	1,259	495	0	0	0	17,859
Book Group	14	12	11	15	10	0	17	8	0	0	0	0	87
Adult Program	483	430	501	476	265	142	345	350	174	0	0	751	3,917
Non-SRP Child Program	0	0	1,434	1,583	1,241	3,219	1,252	1,614	1,021	637	475	0	12,476
Non-SRP Teen Program	0	0	185	15	15	160	179	25	2	0	0	0	581
Storytime**	602	326	585	283	314	154	447	245	469	1,675	2,983	2,844	10,927
SRP Child	6,204	676	0	0	0	0	0	0	0	0	0	1,638	8,518
SRP Teen	524	13	0	0	0	0	0	0	0	0	0	0	537
Community Outreach	266	493	277	817	122	69	69	227	116	0	0	0	2,456
Database Usage	392	629	726	423	455	529	559	648	913	380	620	0	6,274
TOTALS	11,214	4,939	6,345	6,288	4,714	6,211	5,538	4,483	3,232	2,692	4,078	5,233	64,967

*Due to the closure of the Eastside Community Center, Rohoic Library's door count was not recorded before closure

** Storytime for March 2020 includes 295 attendees on the library's Facebook broadcasted storytimes. It is anticipated the remaining storytimes for the year will be online.

Statistical Report
July 21, 2020

REFERENCE QUESTIONS - FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	*APR	MAY	JUN	TOTAL
Burrowsville	35	39	32	36	32	20	24	24	15	0	0	0	257
Carson Depot	148	154	101	136	93	87	131	89	38	0	0	0	977
Dinwiddie	171	147	170	165	112	147	184	175	89	0	0	0	1,360
Disputanta	52	85	44	68	54	56	52	38	30	0	0	0	479
Hopewell	542	524	510	254	355	523	1,291	1,298	526	28	39	43	5,933
Mckenney	108	89	55	80	54	46	63	82	31	0	0	0	608
Outreach	0	0	0	0	0	0	0	0	0	0	0	0	0
Prince George	1,465	1,638	1,386	1,488	1,139	736	502	492	207	0	0	0	9,053
Rohoic	208	177	144	197	116	0	144	128	69	0	0	0	1,183
TOTALS	2,729	2,853	2,442	2,424	1,955	1,615	2,391	2,326	1,005	28	39	43	19,850
Computer Use	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Burrowsville Workstation	15	21	16	8	19	16	22	19	6	0	0	0	142
	WIFI	7	6	4	4	12	7	7	14	775	20	8	876
Carson Depot Workstation	99	107	89	93	67	67	84	83	44	0	0	0	733
	WIFI	2	5	11	0	3	10	1	1	0	1	0	39
Dinwiddie Workstation	179	200	190	173	152	137	136	120	79	0	0	0	1,366
	WIFI	50	33	60	38	14	28	28	16	248	0	1	540
Disputanta Workstation	60	52	49	74	53	57	51	32	23	0	0	0	451
	WIFI	3	3	2	2	1	2	2	1	15	1	0	34
Hopewell Workstation	2,505	2,398	2,207	2,084	1,796	1,733	2,418	2,093	1,000	0	0	0	18,234
	WIFI	669	808	628	556	389	518	540	260	278	4	7	4,954
Mckenney Workstation	0	0	0	0	0	0	58	57	21	0	0	0	136
	WIFI	19	4	3	6	0	3	0	0	0	0	0	90
Prince George Workstation	692	705	614	637	492	482	672	654	271	58	0	0	5,277
	WIFI	167	192	191	192	111	195	157	78	0	10	19	1,429
Rohoic Workstation	101	116	91	117	94	93	95	106	50	0	0	0	863
	WIFI	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	4,568	4,650	4,155	3,992	3,195	3,097	4,299	3,899	1,864	1,374	36	35	35,164

*Although the library remained closed, the librarians continued to answer reference questions by email or over the phone

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2019 - June 30, 2020

fund#	Revenue 07/01/20	FY2020	Prev. Total Receipts	Receipts -	Total Receipts	Percentage	Balance Due
		Adopted		06/20		Received	
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$40,000	40.0%	\$60,000
102	Hopewell	\$630,515	\$630,515	\$0	\$630,515	100.0%	\$0
103	Dinwiddie	\$287,395	\$287,395	\$0	\$287,395	100.0%	\$0
104	Prince George	\$604,127	\$604,127	\$0	\$604,127	100.0%	\$0
105	State Funds	\$405,679	\$405,679	\$0	\$405,679	100.0%	\$0
106	Fines/Fees/Lost	\$15,000	\$12,145	\$11	\$12,156	81.0%	\$2,844
107	Copying/Fax Receipts	\$20,200	\$21,552	\$0	\$21,552	106.7%	(\$1,352)
108	Endowment Funds	\$19,000	\$21,289	\$0	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$16,284	\$0	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$2,951	\$500	\$3,451	69.0%	\$1,549
111	Grants	\$5,000	\$8,900	\$0	\$8,900	178.0%	(\$3,900)
112	Other	\$20,000	\$9,057	\$356	\$9,413	47.1%	\$10,587
	TOTALS	\$2,156,916	\$2,019,894	\$867	\$2,020,761	93.7%	\$136,155

Fund#	EXPENSES 06/30/2020	FY20	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Projected Expenditures	PREVIOUS MONTH	EXPENSES - 06/20	06/30/20	SPENT	
	Personnel						
200	MILS Salaries & Wages	\$480,000	\$431,969	\$35,969	\$467,938	97.5%	\$12,062
201	Non-MILS Salary & Wages	\$623,153	\$539,326	\$20,207	\$559,533	89.8%	\$63,620
202	Benefits for Staff/Retirees	\$300,000	\$278,575	\$24,630	\$303,205	101.1%	(\$3,205)
	Total Personnel	\$1,403,153	\$1,249,870	\$80,806	\$1,330,676	94.8%	\$72,477
	Books & Materials						
300	Books	\$77,000	\$67,890	\$6,724	\$74,614	96.9%	\$2,386
301	Leased Materials	\$21,000	\$0	\$20,207	\$20,207	96.2%	\$793
302	Standing Order Books	\$38,000	\$25,412	\$1,088	\$26,500	69.7%	\$11,500
303	Print News & Periodicals	\$12,276	\$3,968	\$9,620	\$13,588	110.7%	(\$1,312)
304	Audiovisual Materials	\$26,000	\$20,002	\$1,133	\$21,135	81.3%	\$4,865
305	Electronic Materials	\$8,000	\$1,508	\$0	\$1,508	18.9%	\$6,492
306	Microforms	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$7,400	\$6,000	\$2,899	\$8,899	120.3%	(\$1,499)
310	Econtent	\$40,000	\$12,800	\$0	\$12,800	32.0%	\$27,200
	Total Books & Materials	\$229,676	\$137,580	\$41,671	\$179,251	78.0%	\$50,425
	Capital Expenditures						
400	Library Non-Computer Equip.	\$6,500	\$2,854	\$600	\$3,454	53.1%	\$3,046
401	Computer Hardware	\$25,000	\$42,978	\$0	\$42,978	171.9%	(\$17,978)
	Total Capital Expenditures	\$31,500	\$45,832	\$600	\$46,432	147.4%	(\$14,932)
	Contractual						
500	Lyrasis ILL Services	\$3,000	\$3,084	\$0	\$3,084	102.8%	(\$84)
501	Software Licensing Contracts	\$35,000	\$33,308	\$390	\$33,698	96.3%	\$1,302
502	Audit	\$20,000	\$18,114	\$11,644	\$29,758	148.8%	(\$9,758)
503	Cataloging MARC Records	\$3,605	\$2,302	\$0	\$2,302	63.9%	\$1,303
504	Unique Management	\$5,500	\$4,090	\$0	\$4,090	74.4%	\$1,410
505	Computer Support Service Calls	\$55,000	\$51,284	\$3,487	\$54,771	99.6%	\$229
506	Other Computer Software Serv.	\$20,000	\$6,876	\$3,981	\$10,857	54.3%	\$9,143

Fund#	EXPENSES 06/30/2020	FY20	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Projected Expenditures	PREVIOUS MONTH	EXPENSES - 06/20	06/30/20	SPENT	
507	Telecomm Internet Line Charges	\$17,000	\$22,169	\$1,907	\$24,076	141.6%	(\$7,076)
508	Printing and Publications	\$9,500	\$7,099	\$0	\$7,099	74.7%	\$2,401
509	Security Guard Service	\$28,000	\$23,526	\$0	\$23,526	84.0%	\$4,474
	Total Contractual	\$196,605	\$171,853	\$21,408	\$193,261	98.3%	\$3,344
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$5,000	\$6,580	\$1,009	\$7,589	151.8%	(\$2,589)
601	TLC Maintenance Contract	\$19,500	\$20,592	\$0	\$20,592	105.6%	(\$1,092)
602	Facilities and Rent	\$76,650	\$69,300	\$6,300	\$75,600	98.6%	\$1,050
603	Supplies	\$25,000	\$17,338	\$713	\$18,051	72.2%	\$6,949
604	Travel / Workshops /Conf. Fees	\$10,500	\$10,955	\$0	\$10,955	104.3%	(\$455)
605	Training / Education	\$3,000	\$921	\$0	\$921	30.7%	\$2,079
606	Utilities	\$5,000	\$2,339	\$66	\$2,405	48.1%	\$2,595
607	Telephone (Voice)	\$13,000	\$10,826	\$955	\$11,781	90.6%	\$1,219
608	Insurance	\$12,937	\$0	\$11,385	\$11,385	88.0%	\$1,552
609	Vehicle Maintenance & Fuel	\$5,000	\$5,412	\$0	\$5,412	108.2%	(\$412)
610	Job & Contracting Advertising	\$2,000	\$100	\$0	\$100	5.0%	\$1,900
611	Promotional Advertising	\$2,000	\$213	\$0	\$213	10.7%	\$1,787
612	Organization/Association Dues	\$3,500	\$1,820	\$150	\$1,970	56.3%	\$1,530
613	Postage	\$5,000	\$3,913	\$0	\$3,913	78.3%	\$1,087
614	Janitorial	\$64,500	\$50,338	\$89	\$50,427	78.2%	\$14,073
615	Other Building Maintenance	\$12,000	\$9,205	\$369	\$9,574	79.8%	\$2,426
	Total	\$264,587	\$209,852	\$21,036	\$230,888	87.3%	\$33,699
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$150	\$0	\$150	2.1%	\$6,850
701	YS Programming & Supplies	\$4,500	\$2,785	\$0	\$2,785	61.9%	\$1,715
703	Adult Programming & Supplies	\$7,000	\$4,884	\$0	\$4,884	69.8%	\$2,116

Fund#	EXPENSES 05/31/2020	FY20	TOTAL SPENT TO	MONTHLY	TOTAL EXPENSES	PERCENTAGE	BALANCE
		Projected Expenditures	PREVIOUS MONTH	EXPENSES - 05/20	05/31/20	SPENT	
704	Funds for Local History Collection	\$5,000	\$4,110	\$0	\$4,110	82.2%	\$891
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709	Misc. Professional Serv. & Other	\$16,000	\$7,941	\$1,012	\$8,953	56.0%	\$7,047
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500
	Total Programs/Activ./Other	\$50,000	\$19,869	\$1,012	\$20,881	41.8%	\$29,119
	GRAND TOTALS	\$2,175,521	\$1,834,857	\$166,533	\$2,001,389	92.0%	\$174,132

Appomattox Reg Library System
Check Register
For the Period From Jun 1, 2020 to Jun 30, 2020

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
6/4/20	Electronic Federal Tax Payment	200677	7,206.63
6/18/20	Electronic Federal Tax Payment	200678	7,206.63
6/30/20	Electronic Federal Tax Payment	200679	95.65
6/4/20	Treasurer of Virginia	2013-573	277.14
6/4/20	Treasurer of Virginia	2013-574	480.96
6/4/20	Treasurer of Virginia	2013-575	6,826.17
6/18/20	Treasurer of Virginia	2013-578	277.14
6/18/20	Treasurer of Virginia	2013-579	480.96
6/1/20	ARLS-Payroll	42042	23,402.25
6/15/20	ARLS-Payroll	42043	23,402.25
6/15/20	Baker & Taylor	42044	379.18
6/15/20	Ingram Library Services	42045	4,570.72
6/15/20	Midwest Tape	42046	9.68
6/15/20	Recorded Books, Inc.	42047	241.78
6/15/20	Centric Business Systems	42048	422.65
6/15/20	Comcast Communications	42049	532.08
6/15/20	County of Dinwiddie	42050	900.00
6/15/20	County of Prince George	42051	1,650.00
6/15/20	E-N Computers, Inc.	42052	3,486.23
6/15/20	Granite Telecommunications	42053	111.06
6/15/20	Heaton's Lawn Maintenance, LLC	42054	255.00
6/15/20	Hopewell City Treasurer	42055	3,750.00
6/15/20	Minor & Associates	42056	831.25
6/15/20	MALiA	42057	150.00
6/15/20	Mitchell Wiggins & Company	42058	8,200.00
6/15/20	Petersburg Alarm Company, Inc.	42059	114.00
6/15/20	Reader Service	42060	72.47
6/15/20	SunTrust Bank	42061	868.39
6/15/20	Swank Movie Licensing USA	42062	927.00
6/15/20	T-Mobile	42063	177.84
6/15/20	Verizon	42064	14.81
6/15/20	Volgistics	42065	144.00
6/24/20	Baker & Taylor	42066	1,567.07
6/24/20	Cengage Learning Inc/Gale	42067	296.14
6/24/20	Ingram Library Services	42068	598.34
6/24/20	Midwest Tape	42069	843.68
6/24/20	Recorded Books, Inc.	42070	38.00
6/24/20	Baker & Taylor	42071	20,803.44
6/24/20	Canon Financial Services, Inc.	42072	185.01
6/24/20	Cincinnati Insurance Co.	42073	12,907.00
6/24/20	Comcast Communications	42074	1,987.08
6/24/20	EBSCO Information Services	42075	9,619.58

Appomattox Reg Library System
Check Register
For the Period From Jun 1, 2020 to Jun 30, 2020

Filter Criteria includes: Report order is by Check Number.

Date	Payee	Check #	Amount
6/24/20	Dominion Energy Virginia	42076	65.56
6/24/20	Minor & Associates	42077	2,612.50
6/24/20	Proquest LLC	42078	3,658.73
6/24/20	Reader Service	42079	39.42
6/24/20	RuralBand	42080	219.00
6/24/20	Staples Credit Plan	42081	43.85
6/24/20	Centric Business Systems	42082	401.25
6/29/20	ARLS-Payroll	42083	23,402.25
6/29/20	Anthem BlueCross BlueShield	42084	16,286.00
6/29/20	Anthem BlueCross BlueShield	42085	402.00
		Total	<u>193,439.82</u>

Appomattox Reg Library System

Suntrust 6/15/20

Staples 6/24/20

Filter Criteria includes: Report order is by Date. Report is pr

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/30/20	Google 4/30/20	82020-100	Google E-Mail	390.00	
4/30/20	Google 4/30/20	20200-400	Google		390.00
5/15/20	Amazon 5/15/20	84810-100	Gloves	24.99	
5/15/20	Amazon 5/15/20	20200-400	Amazon.com		24.99
5/16/20	Ancestry 8434	82560-100	Web Based Applications	228.95	
5/16/20	Ancestry 8434	20200-400	Ancestry.com		228.95
5/18/20	Amazon 5/18/20	84810-100	Lysol Wipes	20.80	
5/18/20	Amazon 5/18/20	20200-400	Amazon.com		20.80
5/21/20	Amazon 5/21/20-1	80025-100	Adult Fiction	29.54	
5/21/20	Amazon 5/21/20-1	20200-400	Amazon.com		29.54
5/21/20	Amazon 5/21/20-2	80025-100	Adult Fiction	16.22	
5/21/20	Amazon 5/21/20-2	20200-400	Amazon.com		16.22
5/21/20	Amazon 5/21/20-3	80038-100	Juvenile Fiction	37.44	
5/21/20	Amazon 5/21/20-3	20200-400	Amazon.com		37.44
5/21/20	Amazon 5/21/20-4	80025-100	Adult Fiction	19.59	
5/21/20	Amazon 5/21/20-4	20200-400	Amazon.com		19.59
5/21/20	Amazon 8435	84810-100	Gloves	100.86	
5/21/20	Amazon 8435	20200-400	Amazon.com		100.86
Total			CK #42061	868.39	868.39

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
6/8/20	Staples 8445	84810-100	Trash Bags	43.85	
6/8/20	Staples 8445	20200-300	Staples, Inc.		43.85
Total			CK #42081	43.85	43.85

Smart Beginnings Report
July 1, 2019 to June 30,2020

Date	Trans Description	Debit Amt	Credit Amt	Balance
7/1/19	Beginning Balance			5,513.50
7/15/19	Payment from SB		5,513.50	
7/31/19	July Salary & Benefits	5,747.38		
8/27/19	Payment from SB		5,747.38	
8/31/19	August Salary & Benefits	8,024.59		
9/24/19	Payment from SB		8,024.59	
9/30/19	September Salary & Benefits	5,747.38		
10/18/19	Payment from SB		5,747.38	
10/31/19	October Salary & Benefits	5,747.38		
11/19/19	Payment from SB		5,747.38	
11/30/19	November Salary & Benefits	5,747.38		
12/17/19	Payment from SB		5,747.38	
12/31/19	December Salary & Benefits	5,747.38		
1/13/20	Payment from SB		5,747.38	
1/31/20	January Salary & Benefits	8,024.59		
2/21/20	Payment from SB		8,024.59	
2/28/20	Feburary Salary & Benefits	5,747.38		
3/19/20	Payment from SB		5,747.38	
3/31/20	March Salary & Benefits	5,747.38		
4/20/20	Payment from SB		5,747.38	
4/30/20	April Salary & Benefits	5,747.38		
5/18/20	Payment from SB		5,747.38	
5/31/20	May Salary & Benefits	5,747.38		
6/25/20	Payment from SB		5,747.38	
6/30/20	June Salary & Benefits	5,814.38		
6/30/20	Ending Balance			5,814.38

Community Involvement

06/01 Online Hopewell Downtown Partnership Executive Director Interviews
06/02 Online Hopewell Downtown Partnership Executive Director Interviews
06/03 Online Hopewell Downtown Partnership Executive Director Interviews
06/04 Online Hopewell Downtown Partnership Executive Director Interviews
06/05 Online Hopewell Downtown Partnership Executive Director Interviews
06/10 Virginia Public Library Directors Association Executive Committee
06/24 Online Downtown Business Forum
06/30 In person interview – HDP Executive Director Search
07/01 In person interview – HDP Executive Director Search
07/14 Virginia Public Library Directors Association Executive Committee
07/15 HDP Board Meeting

Fund#	EXPENSES 07/01/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 07/20	TOTAL EXPENSES 07/01/20	PERCENTAGE SPENT	BALANCE
	Personnel						
200	MIS Salaries & Wages	\$486,000	\$0	\$0	\$0	0.0%	\$486,000
201	Non-MIS Salary & Wages	\$551,000	\$0	\$0	\$0	0.0%	\$551,000
202	Benefits for Staff/Retirees	\$310,000	\$0	\$0	\$0	0.0%	\$310,000
	Total Personnel	\$1,347,000	\$0	\$0	\$0	0.0%	\$1,347,000
	Books & Materials						
300	Books	\$96,096	\$0	\$0	\$0	0.0%	\$96,096
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$30,000	\$0	\$0	\$0	0.0%	\$30,000
303	Print News & Periodicals	\$10,000	\$0	\$0	\$0	0.0%	\$10,000
304	Audiovisual Materials	\$25,000	\$0	\$0	\$0	0.0%	\$25,000
305	Electronic Materials	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
310	Econtent	\$25,000	\$0	\$0	\$0	0.0%	\$25,000
	Total Books & Materials	\$212,096	\$0	\$0	\$0	0.0%	\$212,096
	Capital Expenditures						
400	Library Non-Computer Equip.	\$50,000	\$0	\$0	\$0	0.0%	\$50,000
401	Computer Hardware	\$60,000	\$0	\$0	\$0	0.0%	\$60,000
	Total Capital Expenditures	\$110,000	\$0	\$0	\$0	0.0%	\$110,000
	Contractual						
500	Lyrais ILL Services	\$3,100	\$0	\$0	\$0	0.0%	\$3,100
	Software & Web Based App.						
501	Licensing Contracts	\$35,000	\$0	\$0	\$0	0.0%	\$35,000
502	Audit	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
503	Cataloging MARC Records	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
504	Unique Management	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
505	Computer Support Service Calls	\$60,000	\$0	\$0	\$0	0.0%	\$60,000

Fund#	EXPENSES 08/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/20	TOTAL EXPENSES 08/31/20	PERCENTAGE SPENT	BALANCE
507	Telecomm Internet Line Charges	\$25,000	\$0	\$0	\$0	0.0%	\$25,000
508	Printing and Publications	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
	Total Contractual	\$155,100	\$0	\$0	\$0	0.0%	\$155,100
	Facilities/Maint./Operations						
600	Equip. Repair & Maintenance	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
601	TLC Maintenance Contract	\$20,600	\$0	\$0	\$0	0.0%	\$20,600
602	Facilities and Rent	\$76,650	\$0	\$0	\$0	0.0%	\$76,650
603	Supplies	\$25,000	\$0	\$0	\$0	0.0%	\$25,000
604	Travel / Workshops / Conf. Fees	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
605	Training / Education	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
606	Utilities	\$3,000	\$0	\$0	\$0	0.0%	\$3,000
607	Telephone (Voice)	\$13,000	\$0	\$0	\$0	0.0%	\$13,000
608	Insurance	\$13,000	\$0	\$0	\$0	0.0%	\$13,000
609	Vehicle Maintenance & Fuel	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
610	Job & Contracting Advertising	\$1,000	\$0	\$0	\$0	0.0%	\$1,000
611	Promotional Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
612	Organization/Association Dues	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
613	Postage	\$5,500	\$0	\$0	\$0	0.0%	\$5,500
614	Janitorial	\$73,000	\$0	\$0	\$0	0.0%	\$73,000
615	Other Building Maintenance	\$12,000	\$0	\$0	\$0	0.0%	\$12,000
	Total	\$266,750	\$0	\$0	\$0	0.0%	\$266,750
	Facilities/Maint./Operations						
	Programs/Activites/Other						
700	YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701	YS Programming & Supplies	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
703	Adult Programming Supplies	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
	Fund# EXPENSES 05/31/2020	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 05/20	TOTAL EXPENSES 05/31/20	PERCENTAGE SPENT	BALANCE

705 Reserve	\$7,000	\$0	\$0	\$0	\$0	0.00%	\$7,000
709 Misc. Professional Serv. & Other	\$9,700	\$0	\$0	\$0	\$0	0.0%	\$9,700
Total Programs/Activ./Other	\$35,200	\$0	\$0	\$0	\$0	0.0%	\$35,200
GRAND TOTALS	\$2,126,146	\$0	\$0	\$0	\$0	0.0%	\$2,126,146